

## **Neurobiobank Tissue Access Process**

Tissue requests will be processed by the Tissue Access Committee, consisting of NIH Neurobiobank program staff and the NIH COR. The NIH COR will serve as the chair of the access committee.

1. Researcher/requestor browses Neurobiobank inventory for available tissues and selects what s/he needs.
2. An automated electronic request is sent to each Brain and Tissue Repository (BTR) to verify availability and to the tissue access committee for approval. If a BTR has objection to a request for any reason, they are expected to notify the COR within 48 hours and provide justification. Decisions or requests for additional information from the requestor will be made within 7 days, if possible.
3. Notification of approval or denial will be sent to each BTR site.
4. Resolution of contested requests will be handled via the Tissue Access Committee. Likewise, to resolve any other issues that may arise when considering requests, the COR may request a teleconference with the BTR Directors.
5. The Tissue Access Committee is encouraged to suggest modifications to requests when appropriate (e.g. smaller quantities or another brain region), cDNA instead of tissue, etc.
6. For requests that require tissue from multiple BTRs, the Tissue Access Committee will discuss and make final decision.
7. Final approval by the NIH COR will initiate a notification to the requestor that the tissue request has been approved as is, or with any provisions.
8. An electronic notification will be sent to the BTR(s). The BTR will distribute tissues within 21 working days of approval or provide an explanation and projected date of fulfillment.